

Worksheet for Determining HQT Status for Assignment

This worksheet can be used to determine HQT status for classroom teacher, Title I math and Title I reading teacher, and alternative program teacher assignments. For special educators, please use the *Worksheet for Determining HQT Status for Special Educators Providing Content Area Primary Instruction*.

Is the educator HQT for the assignment?

Check if
applicable

1. Does the educator have the appropriate license for the assignment?

- | | |
|--|--------------------------|
| A. Educator has a valid Vermont educator license (provisional, Level I, Level II, or retired). | <input type="checkbox"/> |
| B. License is not an emergency license. | <input type="checkbox"/> |
| C. Endorsement is appropriate for the assignment. | <input type="checkbox"/> |
| D. Endorsement covers the instructional level(s) of the assignment. | <input type="checkbox"/> |

If A, B, C, and D are checked, then go to #2. If not, go to #3B.

2. Does the educator have the required HQT content knowledge for the endorsement used in the assignment?¹

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|---------|--------------------------|
| A. Yes. | <input type="checkbox"/> |
| B. No. | <input type="checkbox"/> |

If A is checked, then go to #3A. If not, go to #3B.

3. Is the educator HQT for the assignment?

- | | |
|---|--------------------------|
| A. Yes. | <input type="checkbox"/> |
| B. No. If the school receives Title I money (either schoolwide or targeted assistance), for each class where the educator does not meet the HQT licensure and content knowledge requirements for the assignment, individual HQT parent notification letters are necessary. In addition, all educators in public schools who are not HQT for their assignment must have a plan in place to become HQT for the assignment. Please see the <i>NCLBA Highly Qualified Teacher (HQT) and Paraprofessional Accountability Requirements</i> document for more information. ² | <input type="checkbox"/> |

¹ Use the HQT licensure and content knowledge requirements chart that most closely corresponds to the teaching assignment. All HQT requirements charts are available online at education.vermont.gov/new/html/licensing/hqt.html.

² The *NCLBA Highly Qualified Teacher (HQT) and Paraprofessional Accountability Requirements* document is available at education.vermont.gov/new/html/licensing/hqt.html.